

Library Specifications

☐ Use specs on file ☐ Change my specs ☐ Create new profile
(First orders only)

Date _____ PO# _____	
Bill To No. _____	School/Library _____
Ship To No. _____	Attention _____
District _____	Address _____
Attention _____	City _____ State _____ ZIP _____
Address _____	Phone () _____ Fax () _____
City _____ State _____ ZIP _____	Home Phone optional () _____
Phone () _____ Fax () _____	Home Email optional _____
Contact information during holiday breaks:	Phone () _____ Fax () _____
	Email _____

1A Packages

A. Catalog Card Kit

Includes card set (shelf list, subject, main entry, title), borrower's card, pocket with date due grid, and spine label

- ☐ Unattached68¢
☐ Attached1.03¢
☐ Per Book ☐ Per Title

B. Circulation Kit

Includes shelf list card, borrower's card, pocket with date due grid, and spine label

- ☐ Unattached35¢
☐ Attached67¢
☐ Per Book ☐ Per Title

C. Automated Processing

Includes bar code label and spine label

- ☐ Unattached10¢
☐ Attached40¢

With Reading Program Label

- ☐ Unattached15¢
☐ Attached53¢

Choose one:

- ☐ Accelerated Reader
☐ Reading Counts

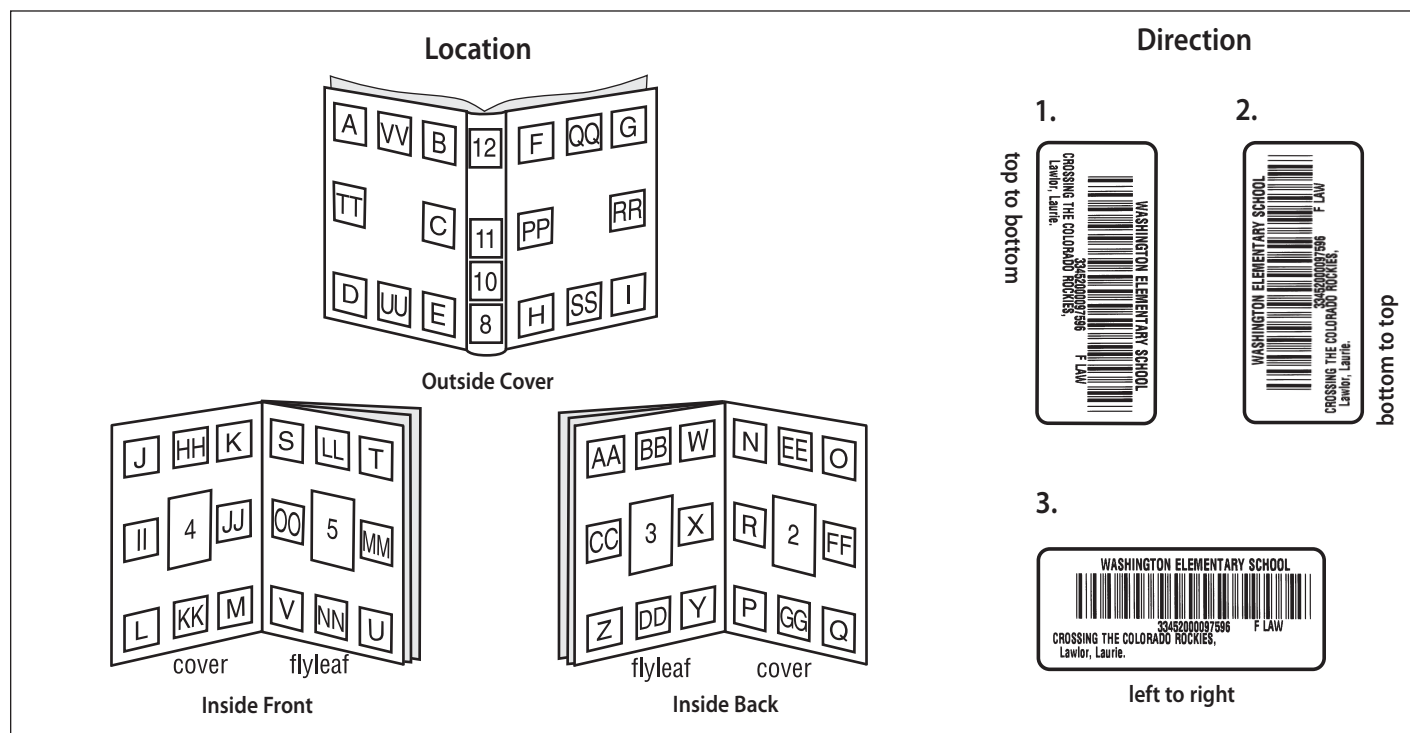
1B Individual Items

Each book receives a 20¢ processing fee. Fee is waived when individual items are purchased in addition to any package. Prices below are per each book and/or item. Unattached is the standard option. Please check all items that apply to your profile.

	MARC Records <input type="checkbox"/> FREE
CARDS	Catalog Card Set <input type="checkbox"/> .42¢ Shelf List Card _____ (quantity) . . . <input type="checkbox"/> .09¢ Borrower's Card <input type="checkbox"/> .09¢ <div style="text-align: right;">(unattached) (attached)</div> Date Due Slip <input type="checkbox"/> .05¢ <input type="checkbox"/> .15¢ Pocket <input type="checkbox"/> .15¢ <input type="checkbox"/> .25¢
LABELS	Bar Code Label #1 <input type="checkbox"/> .05¢ <input type="checkbox"/> .15¢ Bar Code Label #2 <input type="checkbox"/> .05¢ <input type="checkbox"/> .15¢ Bar Code Accession Strip <input type="checkbox"/> .05¢ <input type="checkbox"/> .15¢ ISBN Barcode Label <input type="checkbox"/> .05¢ <input type="checkbox"/> .15¢ School/Title Page Label <input type="checkbox"/> .05¢ <input type="checkbox"/> .15¢ School Library Label <input type="checkbox"/> .05¢ <input type="checkbox"/> .15¢ Spine Label <input type="checkbox"/> .05¢ <input type="checkbox"/> .15¢ Vertical Spine Label <input type="checkbox"/> .05¢ <input type="checkbox"/> .15¢ AR Program Indicator (Blue) <input type="checkbox"/> .05¢ <input type="checkbox"/> .15¢ Reading Program Label <input type="checkbox"/> .05¢ <input type="checkbox"/> .15¢ Reading Program Information Label <input type="checkbox"/> .05¢ <input type="checkbox"/> .15¢ Guided Reading Label <input type="checkbox"/> .05¢ <input type="checkbox"/> .15¢ Lexile Label <input type="checkbox"/> .05¢ <input type="checkbox"/> .15¢ Classroom Label <input type="checkbox"/> .05¢ <input type="checkbox"/> .15¢ Colored Dots (Crate Orders) <input type="checkbox"/> .05¢ <input type="checkbox"/> .15¢ Customer Specific <input type="checkbox"/> .05¢ <input type="checkbox"/> .15¢
OTHER	Hand Stamping <input type="checkbox"/> .17¢ Initial orders - \$25.00 charge for stamp. Theft Detection <input type="checkbox"/> .50¢ RFID Tag <input type="checkbox"/> 1.24¢ Book Presortment <input type="checkbox"/> .15¢ Mylar on Publisher Cover <input type="checkbox"/> FREE

2 Label Locations includes pocket/stamp/theft detection

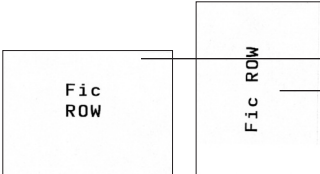
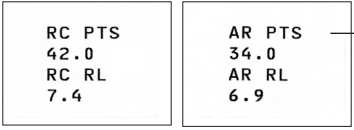

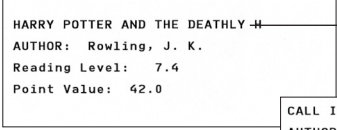
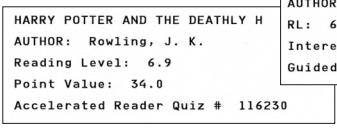
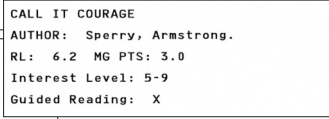

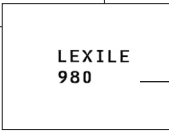
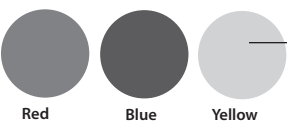
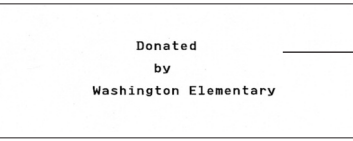
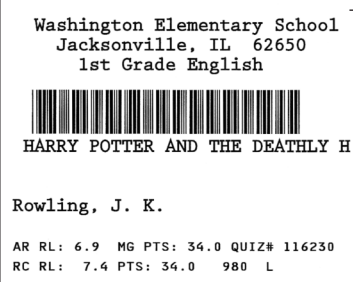
The diagrams below show all available label location options. Please indicate location and direction of each attached label using the letter or numeric identifier.



- ☐ Labels May Obscure Title/Author Information.
- ☐ Locate Labels As Closely As Possible To Desired Location Without Obscuring Title/Author Information.
- ☐ Use Alternate Location If Label Will Obscure Title/Author Information.

Complete this section only for attached items selected in your profile.

Sample (reduced size for display)	Description	Location	Direction	Alternate
	Bar Code Label #1 Bar Code Label #2	_____	_____	_____
	Bar Code Accession Strip	_____	_____	_____
	ISBN Bar Code Label	_____	_____	_____
	School/Title Page Label	_____	_____	_____
	School Library Label	_____	_____	_____

Sample	Description	Location	Direction	Alternate
	Spine Label Vertical Spine Label	_____	_____	_____
	Reading Program Label <input type="checkbox"/> Reading Level (RL) <input type="checkbox"/> Reading Points (PTS) <input type="checkbox"/> Both	_____	_____	_____
Reading Program Information <input type="checkbox"/> Accelerated Reader (AR) <input type="checkbox"/> Reading Counts (RC)				
	AR Program Indicator (Blue)	_____	_____	_____
	Reading Program Information Label	_____	_____	_____
Other Information Location Direction Alternate (use position indicators from previous page)				
		_____	_____	_____
		_____	_____	_____
	Guided Reading Label	_____	_____	_____
	Lexile Label	_____	_____	_____
	Colored Dots (Crate Collections Orders)	_____	_____	_____
	Custom Label	_____	_____	_____
	Classroom Label	_____	_____	_____
	Pocket	_____	_____	_____
	Hand Stamping	_____	_____	_____
Theft Detection <input type="checkbox"/> Inside spine <input type="checkbox"/> Behind book pocket We recommend not attaching to front or back flyleaf.				
If you use a location not provided, please call 1-800-637-6581.				

- ☐ I want standard cataloging. Standard options indicated with * symbol.
- ☐ Complete my profile as indicated below.

1. Pocket and/or Date Due Slip**Price Information**

- ☐ No Price *
- ☐ Prices listed

Reading Program Information

- ☐ Reading Level (RL)
- ☐ Points (PTS)
- ☐ Both *

School Information

5 lines, 20 characters maximum per line.

Perma-Bound will abbreviate if over 20 characters.

2. Call Number

- ☐ With call number *
- ☐ No call number (no further information needed for 2.)

Author/Biography Cutter Lettering

- ☐ Upper and lower case letters, ex. Lin *
- ☐ All capital letters, ex. LIN

Fiction

- ☐ F *
- ☐ FIC
- ☐ Fic
- ☐ Author letters only
- ☐ No Call Number
- ☐ Other _____
(7 characters maximum)

Author/Main Entry Letters

- ☐ _____ letters (7 characters maximum)
- ☐ Author's complete surname

Easy

- ☐ E *
- ☐ EASY
- ☐ Easy
- ☐ Author letters only
- ☐ Same as Fiction
- ☐ No Call Number
- ☐ Other _____
(7 characters maximum)

Author/Main Entry Letters

- ☐ _____ letters (7 characters maximum)
- ☐ Author's complete surname

Big Book

- ☐ None *
- ☐ Other _____
(7 characters maximum)

Board Book

- ☐ None *
- ☐ Other _____
(7 characters maximum)

Chapter Book

- ☐ None *
- ☐ Other _____
(7 characters maximum)

Graphic Novel

- ☐ None *
- ☐ Other _____
(7 characters maximum)

Nonfiction

- ☐ Abridged Dewey *
- ☐ No Call Number
- ☐ Other _____
(7 characters maximum)

Author/Main Entry Letters

- ☐ _____ letters (7 characters maximum)
- ☐ Author's complete surname

Easy Nonfiction

Nonfiction with reading levels grade 3 or lower may receive an Easy prefix over the Dewey number.

- ☐ No Easy prefix on nonfiction *
- ☐ Easy prefix (as selected)

Individual Biography

- ☐ 92 *
- ☐ 921
- ☐ B
- ☐ BIO
- ☐ Biographee letters only
- ☐ Dewey number by subject
- ☐ No Call Number
- ☐ Other _____
(7 characters maximum)

Biography Letters

- ☐ _____ letters (7 characters maximum)
- ☐ Biographee's complete surname

Collective Biography

- ☐ 920 * ☐ No Call Number
☐ 92 ☐ Other _____
☐ B (7 characters maximum)

- ☐ Author letters only
☐ Dewey number by subject

Author/Main Entry Letters

- ☐ _____ letters (7 characters maximum)
☐ Author's complete surname

Story Collections

- ☐ 808.83 * ☐ No Call Number
☐ SC ☐ Other _____
☐ Same as fiction (7 characters maximum)
☐ Author letters only

Author/Main Entry Letters

Collections by more than one author receive a maximum of 3 letters of the main entry.

- ☐ _____ letters (7 characters maximum)
☐ Author's complete surname

Juvenile

- ☐ No J in call number *
☐ J with call number on all titles
☐ J with call number on fiction
☐ J with call number on fiction & nonfiction
☐ J with call number on everything but easy
☐ J with call number on nonfiction

Reference Books

- ☐ None *
☐ R
☐ REF
☐ Ref
☐ Other _____
(7 characters maximum)

Professional Books

- ☐ None *
☐ P
☐ Other _____
(7 characters maximum)

Paperback Book

- ☐ None *
☐ Other _____
(7 characters maximum)

Language

For foreign language books only

- ☐ By language *
468.6 for Spanish; 448.6 for French; 495.9 for Vietnamese
☐ By subject
classification will be in accordance with the profile
☐ Other _____
(7 characters maximum)

3. Shelf List Card

For Sears Subject Heading cards only. Choose one.

- ☐ Summary and/or contents notes appear *
☐ ISBN and price appear instead of summary
☐ No notes, no ISBN, and no price

4. Subject Headings

- ☐ Sears *
☐ Library of Congress
☐ Library of Congress Children's with default to LC

5. Audio/Visual Materials

Audiocassettes

- ☐ None *
☐ Other _____
(7 characters maximum)

Compact Discs

- ☐ None *
☐ Other _____
(7 characters maximum)

VHS Video

- ☐ None *
☐ Other _____
(7 characters maximum)

DVD Video

- ☐ None *
☐ Other _____
(7 characters maximum)

6. Presortment

Catalog Cards

- ☐ Author, title, subject & shelf list individually presorted *
☐ No presortment

Books

- ☐ No presortment *
☐ Packed in call number order (15¢ per book)

7. Theft Detection (50¢ per book)

- ☐ No theft detection *
☐ 3M Tattle Tape
☐ Checkpoint Detection Tags
☐ Teeny Beeper Processed book recommended
Frequency
☐ 8.2
☐ 9.5
☐ Other _____
☐ Checklabel
Frequency _____
☐ Other _____
RFID Tag (3m) (\$1.24 per book)
☐ Basic Tag (D4)

4 Barcode Profile Attached

If you are unsure of any information pertaining to your bar coding software, STOP and contact your library automation software provider. Accuracy is critical when creating your bar code profile with Perma-Bound.

1. Number of bar code labels per book _____

2. Bar Code Symbology

- ☐ Interleaved 2 of 5
- ☐ Code 3 of 9
- ☐ CODABAR

IMPORTANT:

Attach sample of your bar code here.

Bar Code Samples 2 of 5

Washington Elementary School



4000084

HARRY POTTER AND T Fic ROW RC 7.4
Rowling, J. K.

3 of 9

Washington Elementary School



30102340000858

CALL IT COURAGE 398.2 SPERRY RC
Sperry, Armstrong.

CODABAR

Washington Elementary School



30102340000841

HARRY POTTER AND T Fic ROW
Rowling, J. K.

3. Bar Code Imprint

Up to 30 characters, including spaces. If over 30 characters, Perma-Bound will abbreviate.

4. Bar Code Length

Number of digits in bar code,
including check digit _____

5. Check Digit

- ☐ None
- ☐ Follett Classic – 2 of 5
- ☐ Modulus 43 – 3 of 9
- ☐ Modulus 10 normally used with 3 of 9 or Codabar

6. If using a school code as a bar code prefix,

indicate digits _____

7. Bar Code Range

- ☐ First orders only: Use this exclusive Bar Code range for all Perma-Bound orders:
_____ to _____
- ☐ Use the next number in my file at Perma-Bound
- ☐ Accession number needed for this order only:
_____ to _____

5 MARC Records Profile

1. MARC Records

- ☐ FREE with book order
- ☐ No MARC Records
- ☐ MARC Records for previously ordered books

Call 1-800-637-6581 for more information.

2. Computer Platform

- ☐ IBM
- ☐ Macintosh

3. Data Format

- ☐ MARC 21
- ☐ US MARC/852 © 1991, MicroLIF.001
- ☐ US MARC/949 © 1991, MicroLIF.001

4. Delivery

- ☐ CD-ROM
- ☐ Email (compressed file)
email _____
- ☐ Web download from My Homepage
user ID _____

5. Automated Circulation System Software

- ☐ Athena
- ☐ Alexandria
- ☐ Dynix
- ☐ Follett/CircPlus
- ☐ Mandarin
- ☐ SIRSI
- ☐ Winnebago Circ/Cat
- ☐ Other _____

6. ISBN Information

Check with your software vendor to see which option is compatible with your system in tag 020.

- ☐ 10 digits only
- ☐ 13 digits only
- ☐ Both

7. Publisher Information

Not included on standard MARC Records

- ☐ Reading Level (521 tag)
- ☐ Interest Level (521 tag)
- ☐ Reviewing Agencies (510 tag)
Reading Program Information (526 tag)
 - ☐ Accelerated Reader
 - ☐ Reading Counts

Ex. 526 tag:

_a reading program name, _b program interest level, _c program reading level, _d program points, _z quiz number, _5 library location code

8. Subject Headings

- ☐ Include all 3 *
- ☐ Sears only
- ☐ Library of Congress only
- ☐ Library of Congress Children's only

9. Are you an OCLC user?

- ☐ Yes.
- ☐ No.

**Perma-Bound can customize your MARC records
for you if you use an option not listed.
Call Perma-Bound at 1-800-637-6581.**